



Illinois Department of Transportation

Notice of Vacancy

IPR# 42549

DATE: 1/12/2018

TITLE: Office Associate, Opt. 2 (7 positions)

OFFICE: Office of Planning and Programming/ Bureau of Data Collection

CONTRACT: AFSCME – RC 014

BRIEF DESCRIPTION OF DUTIES: Under direction, provides complex technical support in the establishment, maintenance and application of the Illinois Traffic Record System and the Fatal Accident Reporting System (FARS). Evaluates police reports and motor vehicle crash data to determine conformance to standards set by the Committee on Uniform Definitions of Motor Vehicle Accidents. Evaluates police reports and fatal crash documents of all traffic crash cases to determine a variety of crash data and location features and to ascertain the integrity of data compiled for the Traffic Records System and the Fatal Accident Reporting System. The accurate interpretation and application of crash data is essential in promoting and implementing traffic safety programs, traffic safety legislation and highway improvement programs. Performs duties primarily independently, referring only sensitive problems and situations to the supervisor for resolution. Operates the Crash Information System (CIS) terminal to access crash images and the Locator Tool within CIS in the performance of duties.

TRAINING & EXPERIENCE: Option 2 requires ability to type accurately at 45 wpm. Requires completion of high school and two years of office experience. Requires extensive knowledge of office practices and procedures. Requires extensive knowledge of arithmetic computations. Requires working knowledge of agency programs. Requires ability to use good judgment and make decisions. Requires ability to analyze and interpret collision diagrams and involved narratives and utilize technical roadway log listings and highway maps. Requires ability to operate the CIS system. Requires ability to enter data via terminal operation. Ensures compliance with departmental safety rules.

UNIT: Analysis Unit

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-8

SALARY RANGE: \$2,935- \$4,065

CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Monday, January 29, 2018

POSTED FROM: January 16, 2018

TO: January 29, 2018

***CURRENT STATE EMPLOYEES:** SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

Betty Kocher